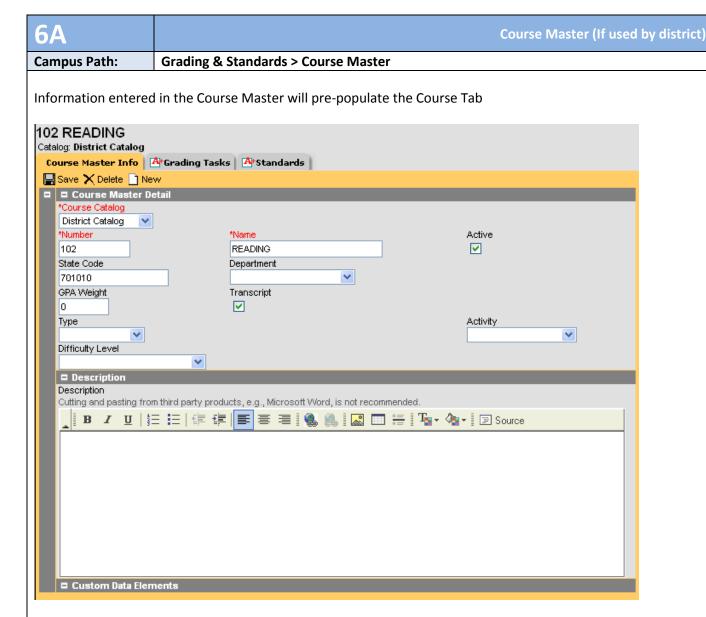
6		Course Da	ata Standard
KDE Contact (Data Steward)	Robin Chandler	Updated	07/24/13
Description	This standard reflects the information required to correctly enter data for the Course tab for accurate LEAD reporting and Teacher of Record (TOR) linkage		
Data Standard Reg sites, data use, etc.	 LEAD Reporting (KRS 161.1221; 16 KAR 1:050) www.epsb.ky.gov/certification/LEAD.asp Uniform Academic Course Codes 704 KAR 3:540 The Kentucky Uniform Academic Course Code list can be found at: http://education.ky.gov/curriculum/docs/pages/kentucky-uniform-academic-course-codes.aspx 		
How is data used	 Uniform Academic Course Code auditing Local Educator Assignment Data (LEAD) Reporting Highly Qualified Reporting Teacher of Record/PGES Data sharing between systems – CIITS & P20 Data Mart 		
Noted Changes for current year	Staff History Tab (added January 2012)		
Available Ad-Hoc & Reports	In order for improve the data quality of course code linking, each year schools need to run this custom report to find out what courses are linked to invalid state course codes and which courses have not been linked to a state course code at all. This will allow schools to make sure courses are not linked to courses that no longer exist and that all courses are linked to a standard course code. Correcting these issues immediately will assist with the LEAD reporting as well as provide quality data to use when linking students to teachers. Path: KY State Reporting > KDE Reports > Missing or Invalid Course StateCodes		
Available Training	LEAD Training provided by EPSB Webinar provided by KDE/EPSB Staff on Course C Campus Community –Course Codes https://community.infinitecampus.com/kb/displescheduling training provided by Infinite Campus	ay/DOC/Course+0	



State Code: Enter appropriate state code. State course codes are six numerical digits and should not end with 00. When functionality for Course Codes is turned on, search functionality when looking for course information will pull from the Course Codes list and begins to populate as data is entered in the State Code field. Search functionality will continue to actively narrow results as more information is entered. Results will populate based on matches to State Edition course codes.

Use the following web link to find appropriate state code:

http://education.ky.gov/curriculum/docs/pages/kentucky-uniform-academic-course-codes.aspx

Please see standard 6C for additional information regarding the State Course Codes

GPA Weight: Percentage of course grade for Grade Point Average (GPA) calculation only

Type: Select if course is Virtual or Performance Based. (See additional data elements on the Grading Tasks

section of this document)

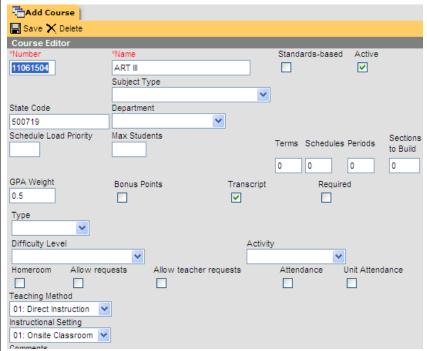
- Virtual select if course is an offsite Virtual Course, any students that pass this course, school will then become eligible for Average Daily Attendance (ADA) funding
- Performance select if course is a Performance Based Course, any students that pass this course, school will then become eligible for ADA funding

Performance Based Credit may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

Difficulty Level: Select from the drop down menu if Advance Placement (AP) course or International Baccalaureate (IB) course



Select course from course master



State Code: Prepopulated from Course Master:

Please see 6A Course Master

Max students: Set number of students allowed per section in Master Schedule

Terms: Enter number of terms the course is offered

Periods: Enter the number of periods per day the course is offered

GPA Weight: Percentage of course grade for Grade Point Average (GPA) calculation only (Prepopulated from Course Master)

Bonus Points: Check box if weight will be added to GPA See additional data elements under Grading | Score Groups and Rubric

Type: Select if course is Virtual or Performance Based. (See additional data elements on the Grading Tasks section of this document) (Prepopulated from Course Master)

- Virtual select if course is an offsite Virtual Course, any students that pass this course, school will then become eligible for Average Daily Attendance (ADA) funding
- Performance select if course is a Performance Based Course, any students that pass this course, school will then become eligible for ADA funding

Performance Based Credit may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

Difficulty Level: Select from the drop down menu if AP course or IB course

Teaching Method: (The methods used for instruction) Choose from the drop down menu the appropriate teaching method for this course section

- <u>01: Direct Instruction (default setting)</u> traditional course taught by a teacher employed by the district.
- <u>02: 3rd Party Contract</u> course taught by a 3rd party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider).
- 03: JCPS Self Study do not use.
- <u>10: Digital Learning Provider</u> virtual course that uses a digital platform **other than credit recovery** (e.g., JCPS eSchool, KET, BAVEL).
- <u>11: Dual Credit District Offered</u> dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy.**
- <u>12: Dual Credit College Offered</u> dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy.**
- <u>13: Credit Recovery Direct Instruction</u> course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed.
- <u>14: Credit Recovery Digital Learning Provider</u> computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- 15: Transitional Course KDE Curriculum course that uses the transitional curriculum framework

sponsored by KDE (found at http://education.ky.gov/educational/int/hscf/Pages/default.aspx).

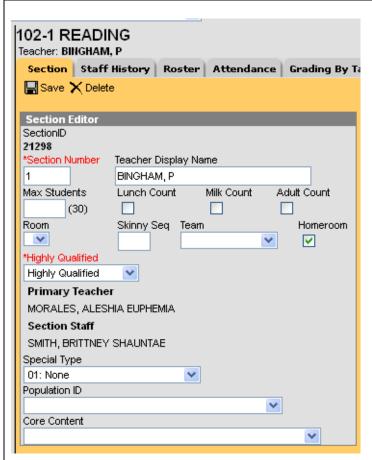
- <u>16: NAF Academy Course</u> National Academy Foundation (NAF) curriculum course (see http://naf.org/) that is **not dual credit**.
- <u>17: NAF Academy Dual Credit</u> District Offered dual credit course taught by a teacher employed by the district, and students **are enrolled in the NAF Academy.**
- <u>18: NAF Academy Dual Credit</u> College Offered dual credit course taught by a teacher employed by a postsecondary institution, and students **are enrolled in the NAF Academy.**
- 19: District Provided Self Study –independent self-study course.

Instructional Setting: (The location where instruction takes place) Choose from the drop down menu the appropriate instructional setting for this course section

- <u>01: Onsite Classroom</u> course taught primarily in the school building.
- <u>02: Offsite Vocational</u> course taught at a vocational school away from the school building.
- 03: Offsite College course taught at a postsecondary institution.
- 04: Home/Hospital –course taught in a home/hospital setting.
- 05: Online course taught online with no seat time.

Attendance: Select if attendance is required to be taken in this course for ADA funding purposes (Do not select attendance if virtual or performance based)





Section Number: Each section must have a distinct section number.

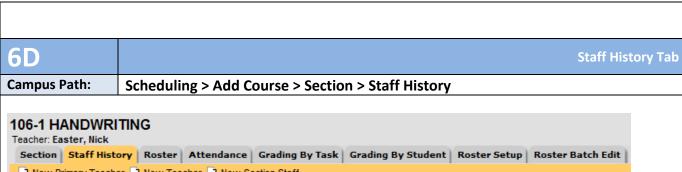
Highly Qualified: If the teacher's Highly Qualified status for this course has been determined, choose from the appropriate drop down option. Options are as follows:

- Highly Qualified
- Not Highly Qualified
- Not Applicable

Special Type: Indicate courses designated as one of the special type courses. 02: Alternative Classroom must be selected for any course received by a student placed in an alternative education program. All content courses offered at the alternative school must have a section with a Special Type of Alternative Classroom.

Population ID: Indicate the population from the drop down menu only if there are no students in the course.

Core Content: Only select a core content if state code 909999 has been indicated on the course tab. This should be blank in most cases



Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup Roster Batch Edit

New Primary Teacher New Teacher New Section Staff

Staff History
Name Start Date End Date District Assignment

Primary Teacher
Easter, Nick
Teacher
Johnson, Candy
Section Staff
Godsey, Cindy

Primary Teacher - Certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course

Teacher/Section Staff – An individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

Note:

Individuals added as Teacher have access to the Primary Teacher's grade book and attendance roster. Individuals added as Section Staff **do not have** access.

Start date may be left blank if the individual is serving as staff from the start of the course term.

See: Teacher of Record Data Standard